Uploading a List of Creditors

A List of Creditors contains the names and addresses of creditors. This information is used for noticing and also for claims information, when applicable. The List of Creditors must be in an ASCII text format, usually a **.txt** file, before it can be successfully uploaded. Refer to the procedure, **How To Convert A Creditor Listing To A .txt File**. All other file types within CM/ECF will be portable document format (PDF) files. The process of uploading a list of creditors .txt file is described below.

NOTE: Intake will receive the diskette via front counter/mail. The diskette will be labeled as to firm, case number, debtor, and number of creditors on diskette.

STEP 1 After accessing the CM/ECF system using the Netscape Navigator or Internet Explorer web browser, click on the Bankruptcy hypertext link. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays. **(See Figure 2.)**

Figure 2

- Click on the Creditor Maintenance hyperlink.

NOTE: Bankruptcy Events menu selections will vary according to permission levels. Attorneys will not have all the items listed above.

STEP 3 The **CREDITOR MAINTENANCE** screen displays. **(See Figure 3.)**

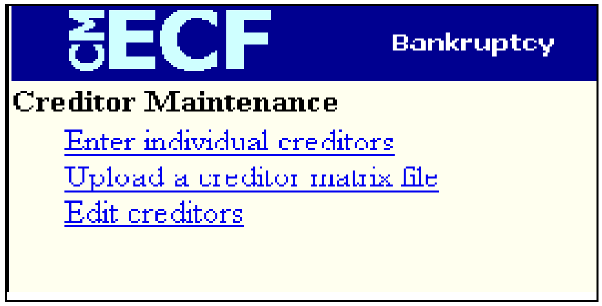

Figure 3

◆ Click on <u>Upload a creditor matrix file</u> hyperlink.

STEP 4 The **UPLOAD A FILE** screen displays. **(See Figure 4.)**

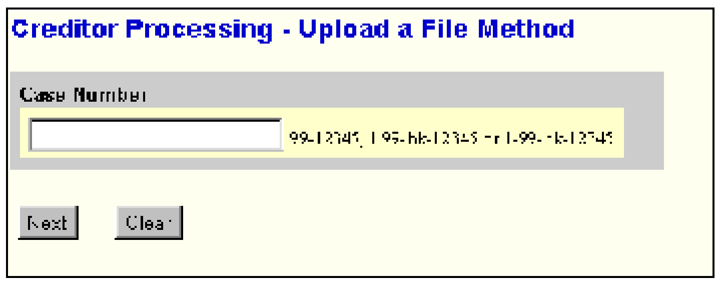

Figure 4

◆ Enter the case number in yy-nnnnn format, including the hyphen.

NOTE: If the system prompts that you have entered an invalid case number, click the browser's **[Back]** button and enter the correct number.

◆ Click the **[Next]** button to continue.

STEP 5 The **LOAD CREDITOR INFORMATION** screen will display. **(See Figure 5a.)**

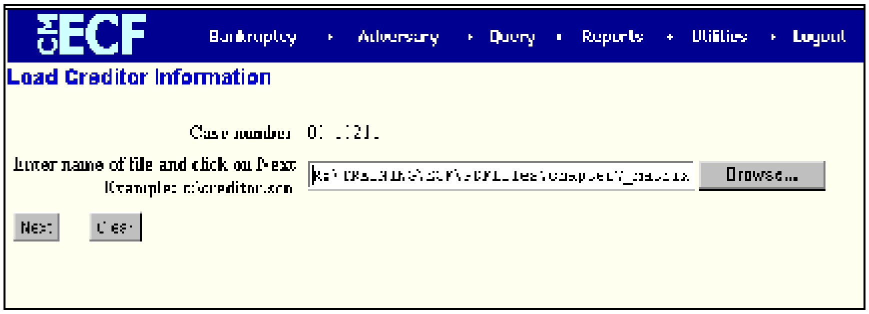

Figure 5a

There are two methods to enter the directory and file name of the List of Creditors.

- ◆ Type in the full path of the directory and filename of the List of Creditors file. Or, alternatively,

- ◆ Use the Browse feature to navigate to the appropriate directory and file of the List of Creditors file. To do this:

  - Click on the **[Browse]** button to display the **FILE UPLOAD** screen.

  - Click in the **Look In** box and select the appropriate drive name.

  - Change **Files of types:** to Text (.*txt) or All Files.

  - Highlight the appropriate text file with a click of the mouse.

  - For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed. **(See Figure 5b.)**

    Verify that this is the correct matrix file for this case. Close or minimize the Adobe Acrobat reader by clicking on **"X"** in the upper right-hand corner.

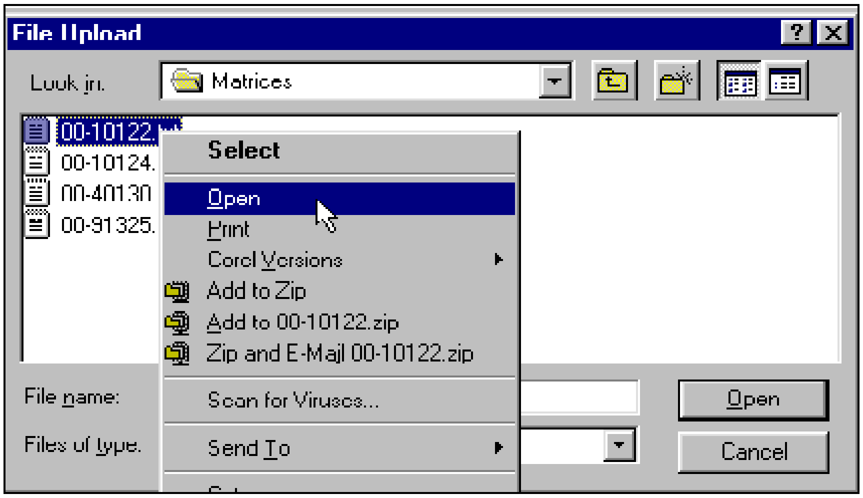
File Upload
Look in:
Matrices
00-10122.
00-10124.
00-40130
00-91325.
Select
Open
Print
Corel Versions
Add to Zip
Add to 00-10122.zip
Zip and E-Mail 00-10122.zip
Scan for Viruses...
Send To
File name:
Files of type:
Open
Cancel

Figure 5b

- If correct, double-click the .txt file to select it or click on the **[Open]** button to attach the matrix file to the bankruptcy case.

◆ Click on the **[Next]** button to continue.

STEP 6 The **TOTAL CREDITORS ENTERED** screen appears. **(See Figure 6.)**

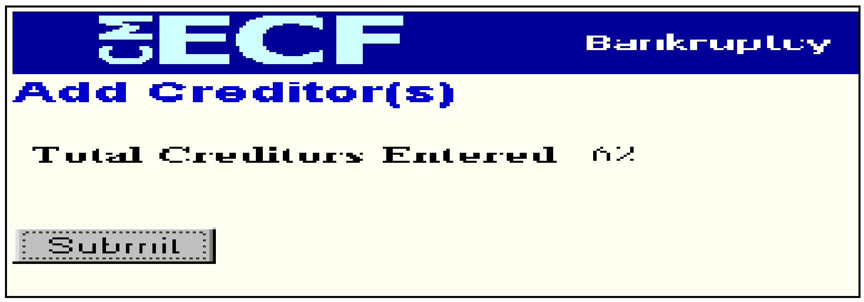

Figure 6

◆ If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser's **[Back]** button and research the error.

◆ If the total number of creditors displayed is correct, click on the **[Submit]** button.

STEP 7 The **CREDITOR RECEIPT** screen displays. **(See Figure 7.)**

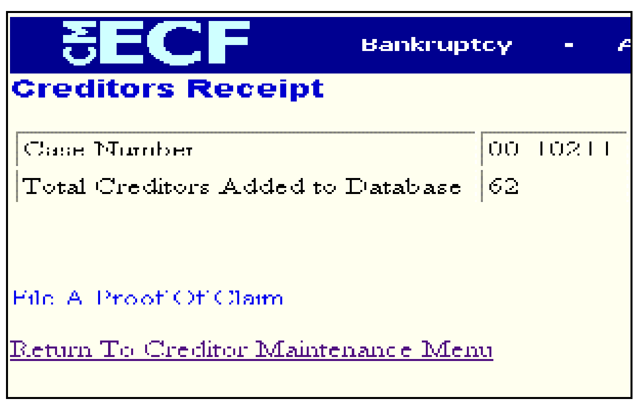

Figure 7

◆ The information displayed confirms the number of creditors added to the case.

STEP 8 Click on the Return to Creditor Maintenance Menu hyperlink to continue and repeat steps 4 - 6 for each List of Creditors. If there are no other matrices to add, select **Logout** or select another option on the Main Menu Bar.

To view listing of creditors:

STEP 9 Select Query from the Main Menu Bar

STEP 10 Type in the case number and select "RUN QUERY". The Query screen will appear.

STEP 11 Select Creditors Hyperlink, the creditors selection screen will appear.

STEP 12 Select creditors for creditor type and click "RUN QUERY". The listing of creditors will appear.

NOTE: Once the Case Administrator has completed uploading of the creditors from the diskette, they forward to Intake. Intake will remove label, reformat the diskette and disburse as needed to attorneys.